



Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Executive Forward Plan

Incorporating the Private Executive Meeting Notice and the Notice of
Intention to make Key Decision

March 2026 to June 2026

Published on 2 February 2026

Executive Forward Plan and Notices required by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

There is a legal requirement for local authorities to publish a notice setting out the key executive decisions that will be taken by the appropriate decision maker at least 28 clear days before such decisions are to be taken. This Executive Forward Plan incorporating the Notice of Intention to make Key Decision sets out the executive decisions (including key decisions and/or Executive sub-committees) which are intended to be taken at Cherwell District Council. Whilst this document provides details of known decisions for the following month, where details of decisions to be made after this period are known, they are provided for information.

The Plan also sets out where, if at all, it is anticipated that part of an Executive meeting will be held in private. This is where confidential or exempt information (as defined in the constitution) is likely to be made known. Notice is hereby given that it may be necessary for part of an Executive meeting to be held in private because it becomes apparent at the meeting that confidential or exempt information will otherwise be made known. Should this become apparent at the meeting the relevant part of the meeting will only be held in private upon the passing of a resolution which (where exempt information will be made known) describes the description of exempt information pursuant to Schedule 12A of the Local Government Act 1972.

The Executive Forward Plan will be updated and rolled forward on a monthly basis. As this takes place, the programme will be adjusted and further decisions will be added or anticipated ones may be rescheduled or removed. The summary shows the decisions programmed to be taken during each month. A likely date of decision is shown, but it is possible that a decision may be rescheduled to a later month.

If a key decision is not included in the published Executive Forward Plan for 28 clear days before a decision needs to be taken the Chair of the Overview and Scrutiny Committee must be notified and a supplement to the Forward Plan published at least 5 clear days before the date on which the decision is proposed to be taken. If the date by which the decision has to be made makes compliance with this requirement impracticable the decision can only be made with the consent of the Chair of the Overview and Scrutiny Committee who must be satisfied that the making of the decision is urgent and cannot reasonably be deferred.

If it is necessary to discuss an issue in private and 28 days' notice has not been given the decision may only be taken or the item discussed in private with the agreement of the Chair of the Overview and Scrutiny Committee who must be satisfied that the need for the item to be taken to the meeting is urgent and cannot reasonably be deferred.

Key Decisions

A key decision is a 'significant' decision that is legally within the power of the Council to make, is not precluded by statute from being made under Executive arrangements and is not otherwise retained for decision by Council or delegated to a Committee of Council or officer by the Council's Constitution.

Significance – A decision is significant if it meets the financial and/or community impact criteria:

- Financial: A decision that will result in the Council:
 - Incurring potential revenue expenditure or savings above £50,000
 - Incurring potential capital expenditure or savings above £250,000
 - Procuring or awarding any contract having a total value exceeding £500,000

and / or

- Community Impact: A decision that is significant in its effects on communities living or working in an area comprising two or more Wards in the area of the Council. That is a decision where:
 - A significant number of users of the service in the Ward(s) will be affected and / or
 - An impact that will last for a number of years, or be permanent; and / or
 - A significant impact on communities in terms of environmental and social well-being.

The following are not regarded by the Council to constitute key decisions:

- Implementing approved budgets or policies and strategies where there is little or no further choice involved and the main decision has already been taken by the council in agreeing the budget and policy framework.
- Implementing approved actions and targets in annual service plans.
- Decisions by the Chief Finance Officer which are part of the ordinary financial administration of the Authority, notably those relating to investments, within the agreed Treasury Management Policy.
- Implementing projects for which specific conditions have been attached by external funders, such as the Government or European Union.
- The award of contract for the provision of works, goods and services, within an agreed policy and budget and where a decision has been made.
- Changes arising from amendments to statute where there is little or no discretion.

For a decision to be key, there must be a significant degree of discretion to be exercised by the decision-maker.

In all cases the documents submitted to the decision maker to inform their decision shall be a report (available with the agenda 5 clear days before the meeting) and all documents submitted to the decision maker will be available at www.cherwell.gov.uk

Cherwell District Council – Executive Members 2025/2026

Portfolio	Councillor
Leader and Portfolio Holder for Strategic Leadership	Councillor David Hingley
Deputy Leader and Portfolio Holder for Finance, Property & Regeneration	Councillor Lesley McLean
Portfolio Holder for Greener Communities	Councillor Tom Beckett
Portfolio Holder for Corporate Resources	Councillor Chris Brant
Portfolio Holder for Planning and Development Management	Councillor Jean Conway
Portfolio Holder for Housing	Councillor Nick Cotter
Portfolio Holder for Neighbourhood Services	Councillor Ian Middleton
Portfolio Holder for Healthy and Safer Communities	Councillor Rob Pattenden

Dates of Executive Meetings 2025/2026 (all Tuesday at 6.30pm unless indicated): 10 June 2025, 1 July 2025, 2 September 2025, 7 October 2025, 4 November 2025, 2 December 2025, 6 January 2026, 3 February 2026, 3 March 2026, 7 April 2026

Dates of Executive Meetings 2026/2027 (all Tuesday at 6.30pm unless indicated): 16 June 2026, 15 July 2026, Provisional – 1 September 2026, 6 October 2026, 3 November 2026, 1 December 2026, 5 January 2027, 2 February 2027, 2 March 2027, 13 April 2027

For further information on the Executive Forward Plan, please contact:

Democratic and Elections Team,

Cherwell District Council,

39 Castle Quay,

Banbury,

Oxfordshire OX16 5FD

E-mail: democracy@cherwell-dc.gov.uk

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
March 2026							
<p>Response to Motion: Free Parking on Remembrance Sunday To consider the response to the motion "Free Parking on Remembrance Sunday" submitted to the 15 December 2025 Council meeting</p>	Executive	Yes	No	Portfolio Holder for Neighbourhood Services	Mona Walsh Tel: 01295 221602	Executive report	Assistant Director Property
<p>Response to Motion: Supporting our High Streets - Discretionary Rate Relief Policy To consider the reviewed policy following amendments to Retail Relief 26-27</p>	Executive	No	No	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Jacey Scott Tel: 01295 221548	Executive report	Assistant Director Finance & S151 Officer

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<p>Biodiversity Duty Report The Environment Act 2021 introduced a strengthened Biodiversity Duty requiring all public authorities in England to consider what steps they can take to conserve and enhance biodiversity.</p> <p>This Biodiversity Duty Report summarises the actions that have been taken across the Council to meet the Duty within the current reporting period (1st January 2024- 1st January 2026). It also identifies further actions that could be taken to continue to meet the duty and improve outcomes for biodiversity.</p>	Executive	No	No	Portfolio Holder for Greener Communities	Charlotte Watkins Tel: 01295 227912	Executive report	Executive Director Place & Regeneration
<p>Discretionary Housing Payments 2026-27 To consider the 2026-27 Discretionary Rate Relief Policy</p>	Executive	No	No	.Leader of the Council and Portfolio Holder for Strategic Leadership	Jacey Scott Tel: 01295 221548	Executive report	Assistant Director Finance & S151 Officer

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<p>Whitelands Farm Sports Ground 3G Required for a financial decision linked to the delivery of a new 3G pitch at Whiteland's Farm Sports Ground. By signing up to the Football Foundation Funding Agreement (accessing then 75% of the overall project cost) there would be feasibility costs payable back to the Football Foundation should, (in certain circumstances) the Council not progress with the project</p>	Executive	Yes	No	Portfolio Holder for Neighbourhood Services	Liam Didcock Tel: 01295 221781	Executive report	Interim Executive Director Neighbourhood Services
<p>Finance Monitoring Report January 2026 To update Executive on the forecast year-end financial positions as at the end of January 2026</p>	Executive	Yes	There may be appendices exempt from publication by virtue of paragraphs 1, 2, 3	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Leanne Lock Tel: 01295 221558	Executive report	Assistant Director Finance & S151 Officer
<p>Response to the Planning Advisory Service's Planning Committee Review Response to the Recommendations and Findings of the Published Report</p>	Executive	No	No	Portfolio Holder for Planning and Development Management	David Peckford, Paul Seckington Tel: 01295 221624, Tel: 01295 227034	Executive report	Executive Director Place & Regeneration

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
Outline Business Case – Planning Digital Exempt report	Executive	Yes	Y - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	.Leader of the Council and Portfolio Holder for Strategic Leadership	Charlene Greenaway	Executive report	Executive Director Resources
Thorpe Place Industrial Estate – Roof Works To approve the utilisation of Capital Programme funds of £365,000 to undertake landlords works.	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration	Mona Walsh Tel: 01295 221602	Executive report	Executive Director Place & Regeneration
April 2026							
Performance Management Strategy and Performance Outcomes Framework 2026/27 To consider the draft Performance Outcomes Framework 2026/27	Executive	Yes	No	Portfolio Holder for Corporate Services	Celia Prado-Teeling Tel: 01295 221556	Executive report	Interim Head of Chief Executive's Office
Cherwell District Council's Climate Action Plan 2026 - 2027 To consider CDC's Climate Action Plan 2026 - 2027	Executive	Yes	No	Portfolio Holder for Greener Communities	Hitesh Mahawar Tel: 01295 221881	Executive report	Executive Director Place & Regeneration

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
CDC's Solar Strategy Adaptation of CDC's Solar Strategy	Executive	No	No	Portfolio Holder for Greener Communities	Hitesh Mahawar Tel: 01295 221881	Executive report	Executive Director Place & Regeneration
Transformation Update To provide an update on Transformation.	Executive	Yes	Yes - by virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	.Leader of the Council and Portfolio Holder for Strategic Leadership	Charlene Greenaway	Executive report	Assistant Director Law and Governance & Monitoring Officer, Executive Director Resources
Full Business Case – Planning Digital System Exempt report	Executive	Yes	Y - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	.Leader of the Council and Portfolio Holder for Strategic Leadership	Charlene Greenaway	Executive report	Executive Director Resources
Customer Engagement Strategy & Delivery Options Exempt report	Executive	Yes	Y - By virtue of paragraph 3 of Schedule 12A of Local Government Act 1972	.Leader of the Council and Portfolio Holder for Strategic Leadership	Charlene Greenaway	Executive report	Executive Director Resources

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
Environmental Services Operational Transformation and Improvement Plan Exempt report	Executive	Yes	Y - By virtue of paragraphs 1, 2, 3 and 4 of Schedule 12A of Local Government Act 1972	.Leader of the Council and Portfolio Holder for Strategic Leadership	Charlene Greenaway	Executive report	Executive Director Resources
May 2026							
No Executive meeting in May 2026 due to Local Elections							
June 2026							
Appointments to Partnerships, Outside Bodies, Member Champions and Shareholder Committee 2026/27 To appoint representatives to Partnerships, Outside Bodies, where these are executive functions, Member Champions and the Shareholder Committee, for the municipal year 2026/2027	Executive	No	No	.Leader of the Council and Portfolio Holder for Strategic Leadership	Emma Faulkner Tel: 01295 221534	Executive report	Assistant Director Law and Governance & Monitoring Officer

Item to be Considered	Decision Maker	Key Decision (Yes/No)	Item likely to be considered in private (Yes/No)	Portfolio Holder	Contact Officer	Documents to be Submitted to decision maker	Director
<p>Finance, Performance and Risk Monitoring Report End of Year 2025-2026 To report to Executive the council's financial position, risk and performance at the end of Year 2025-26</p>	Executive	Yes	There may be exempt appendices (exempt by virtue of paragraphs 1, 2 and/or 3 of Schedule 12A of Local Government Act 1972)	Deputy Leader of the Council and Portfolio Holder for Finance, Property & Regeneration, Portfolio Holder for Corporate Services	Leanne Lock, Celia Prado-Teeling Tel: 01295 221558, Tel: 01295 221556	Executive report	Assistant Director Finance & S151 Officer, Interim Head of Chief Executive's Office